



<b>CLASSIFICATION TITLE:</b> Deputy Public Works Director	<b>JOB NUMBER:</b> 7254	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Public Works Director	<b>PAY GRADE:</b> 30	<b>FLSA STATUS:</b> Exempt "At Will"

## GENERAL SUMMARY

Performs difficult professional work planning, organizing, and directing the assigned personnel, resources and operations within the Public Works Department, and related work as apparent or assigned. Work is performed under the general direction of the public Works Director (supervisor). Departmental supervision is exercised under assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Plans, develops, and manages the utility functions (water, wastewater/stormwater, and solid waste) of the Public Works Department through appropriate delegation, managerial support, and work supervision; assumes responsibilities of the Public Works Director in their absence.
- Develops and recommends goals and priorities for the utilities; prioritizes and assigns projects; reviews and evaluates work methods and procedures; identifies opportunities for improvements, develops solutions, and resolves problems; develops program budgets and work plans to provide cost-effective programs and projects; implements policy and procedural changes as required.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as

needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment, and promotions according to established guidelines.

- Develops comprehensive plans for maintenance and improvement of the utilities; evaluates existing and proposed programs and develops recommendations; participates in long-range utility, capital facilities, emergency management, and succession planning processes.
- Coordinates maintenance and operations projects with other City departments and regional agencies; coordinates with citizens' groups, advisory boards, commissions, and outside agencies; interprets and explains City policies, procedures, rules, and regulations.
- Responds to emergencies as needed; assesses emergent situations; deploys and coordinates resources; implements response procedures.
- Prioritizes and performs work projects, monitors results, reviews staff reports, and assures that all project and service issues are addressed and resolved; assures effective communication of issues and compliance with State and Federal policy and regulations.
- Manages and leads consultant teams for citywide programs, projects, and initiatives; coordinates budget development for the utilities and manages significant programs that may span multiple years.
- Acts as sponsor for large utility capital and operating projects and programs, including partnering with internal and external design and capital project resources for execution; serves as department liaison to citywide communication and organizational improvement committees.
- Performs complex analysis of data; analyzing budget impacts, trends, information, and impacts to provide informed policy recommendations to management and City Council.
- Develops reports, presentations, training materials, and relevant program documents; reviews and maintains files, databases, website information, and other documentation in accordance with records retention requirements and procedures.
- Supports the Public Works Director with federal and state government lobbying efforts; monitors changes in laws, regulations, and technology that may affect city or departmental operations; research, draft, and submit grant applications in support of organizational priorities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

**Knowledge of:**

- Applicable federal, state and local laws, rules, ordinances, codes and regulations related to public works projects and activities.
- Municipal engineering principles and practices.
- Public Works service delivery strategies, methods and equipment
- Federal, state and City programs, procedures and funding sources related to assigned programs, projects, activities and operations.
- Modern principles and methods of management and planning, building and public works administration.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- City organization, operations, policies and objectives.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.

**Skills and abilities to:**

- Plan, organize and manage the utility activities of the Public Works department.
- Train, supervise and evaluate assigned staff.
- Analyze situations and develop, adopt and implement effective course of action.
- Direct the maintenance of reports and documents.
- Prepare and present recommendations.
- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality
- Prepare, monitor and control budget.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

## **SPECIAL REQUIREMENTS**

- Washington State Professional Engineer's license upon hire date and must maintain throughout employment. Out-of-state applicants must have the ability to obtain within six (6) months of hire.
- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in engineering, public administration, or related field and six (6) or more years experience in public works, including three (3) years in a management role, or equivalent combination of education and experience.

## **COMPETENCIES**

### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### **Supervisory**

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

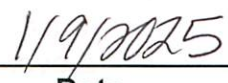


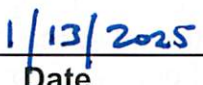
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date